

DUTY STATEMENT

ASSIGNMENT TITLE Associate Transportation Planner	DIVISION/OFFICE/BRANCH Division of Transportation Planning Office of Project Scoping Coordination Project Initiation Document Management Branch	
NAME:	DISTRICT HQ-74	EFFECTIVE DATE 07-01-2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating them fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

General Statement

The incumbent is a journey level position within the Project Initiation Document (PID) Management Branch in the Office of Project Scoping Coordination (OPSC). Under general direction, the incumbent independently leads the most difficult and complex PID planning staff assignments. General supervision and direction are provided by the PID Management Branch Chief. Some assignments may be given by the Office Chief, and includes assisting with other Transportation Planning Program efforts. The incumbent provides expert PID development support to the Districts and maintains the PID Statewide Guidance Manual. Duties include leading efforts to archive PID program data, developing progress reports, and preparing budget documents. Excellent proficiency in spreadsheet applications is required.

Typical Tasks

40% E The incumbent collaborates in a lead capacity with Headquarters (HQ) and district PID Management staff to develop the PID Statewide Guidance Manual. Facilitates consensus among stakeholders such as HQ offices, Caltrans districts, and local agencies to proceed with standardizing the PID process. Develops comprehensive formal PID policy based on reconciliation of federal laws, State laws, Caltrans processes, and local agency commitments relating to the initiation, development, and approval of PIDs. Develops written guidance and direction relating to the PID process involving other Caltrans functions including cooperative agreements, local assistance, Department of Finance, Division of Design, and Division of Maintenance. Refine, develop, and update products required for PID processing such as approval forms, accounting system submittals, milestone checklists, and PID type approval. Coordinate with related functional units to ensure Guidance Manual consistency with Budget Change Proposals (BCPs), the PID statewide strategic plan, the Project Development Procedure Manual, the Workplan Standards Guide, and the Work Breakdown Structure. With stakeholder input, develop the manual to provide both an introduction to the PID program for first time users as well as provide in-depth guidance to experienced PID staffers.

35% E The incumbent is responsible for facilitating development and approval of PIDs by leading

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coordination between Headquarters OPSC and District Offices. Coordination efforts involve identifying PID project priorities, determining resource needs, and distribution of projects within present and future funding and budget cycles. The incumbent serves as coordinator facilitating PID project involvement with other offices including Project Management, Design and Local programs, Programming, Maintenance, Traffic Operations, and Engineering Services. The incumbent monitors PID development progress and provides expert guidance to increase PID project delivery efficiency. The incumbent reports PID project progress, analyzes statistical program trends, and recommends PID program enhancements based on District and Headquarters feedback.

20% E The incumbent leads efforts to provide training to stakeholders at Headquarters and statewide on the PID Statewide Guidance Manual. Utilize multimedia presentations and bulletins to communicate new and updated PID policies and processes through websites online and through in-person meetings at Headquarters and district offices. Maintains record of manual change proposals, responses, and decisions. Serves as primary point of contact for the Manual in soliciting, reviewing, and responding to feedback. The incumbent coordinates with other functional units to resolve questions regarding the Manual.

5% M The incumbent prepares PID Program correspondence, issue memos, fact sheets, data analysis and other written material as required.

Supervision Exercised

No supervision is exercised but may serve in lead capacity.

Supervision Received

Supervision is received from the Branch Chief, but may be received from the Office Chief as well. Additional assignments may be generated by requests from the Department's management, Districts, or other HQ units.

Knowledge and Abilities

This position requires the incumbent to understand and be able to articulate both, verbally and in writing, research and analysis methods, and their conclusions. The incumbent must be able to understand and communicate 1) principles, process, practices and legal requirements of transportation planning, 2) current departmental policies and programs, 3) Federal and State laws and regulations relating to transportation planning, 4) Regional Planning, System Planning and Advanced Planning, and project development processes and procedures, 5) principles of traffic operations and programming, 6) legislative processes, 7) roles of the Federal, State and Regional governments in providing transportation planning services, and 8) land use law and practice.

The incumbent must have the ability to analyze and interpret data and to apply analytical techniques to recommend creative solutions to address transportation problems using spreadsheet, word processing, and relational database applications. The incumbent must also communicate effectively both verbally and in writing. The incumbent must possess the ability to effectively make presentations using a variety of media including but not limited to computer presentation software, paper flip charts, white

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boards, and strip maps. The incumbent must effectively work individually or as an interdisciplinary team member.

RESPONSIBILITY FOR DECISIONS, ACTIONS AND CONSEQUENCES

Recommendations and decisions made by this position may directly impact the Department's overall Planning program as well as those of our regional and local agency and government partners. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental effects of decisions on the Department's programs could result in the inefficient use or loss of funding, delay of project delivery, and ineffective transportation planning.

WORK ENVIRONMENT

Working hours will be set between 6:00 a.m. and 6:00 p.m. The incumbent may be required to travel to work related events throughout the State as necessary.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and monitor. Must be able to develop and maintain cooperative working relationships by demonstrating tactfulness and treating others with respect, make decisions in a fair and ethical manner, and demonstrate a sense of responsibility and commitment to public service. Must be open to change and new information, adopting new work methods in response to changing conditions or unexpected obstacles, and have the ability to multi-task and complete tasks within deadlines and with short notice.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. *(If you believe you may require reasonable accommodations, inform the hiring supervisor. If you are unsure whether you require reasonable accommodations, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE